


R1	RESERVATION REQUEST FORM EMERGING RENEWABLES PROGRAM				<input type="checkbox"/> Modify Existing Record # _____ <input type="checkbox"/> Affordable Housing Project <input type="checkbox"/> New Construction <input type="checkbox"/> School	
 RENEWABLE ENERGY PROGRAM CALIFORNIA ENERGY COMMISSION		For details on this program please see the Guidebook for the Renewable Energy Program at: www.consumerenergycenter.org/ or by calling (800) 555-7794.		Please submit only by mail to: California Energy Commission ERP, Reservation Request 1516 Ninth Street (MS-45) Sacramento, CA 95814-5512		
1. Purchaser						
Name: _____		Physical Address of System: _____		Mailing Address: _____		
Phone: () Fax: ()		Primary contact for questions/correspondence: _____		Utility: <input type="checkbox"/> PG&E <input type="checkbox"/> SCE <input type="checkbox"/> SDG&E		
Email: _____		<input type="checkbox"/> Purchaser <input type="checkbox"/> Seller		<input type="checkbox"/> BVE		
Payee ID: _____ (if applicable)						
2. Seller (seller of generating equipment)						
Company: _____		Address: _____		Phone: ()		
Contact: _____				Fax: ()		
Payee ID: _____ (if applicable)		Email: _____				
3. Installer						
<input type="checkbox"/> Hired Contractor; License Class and # _____ Expires: _____				Phone: ()		
<input type="checkbox"/> Self or Other (qualifies for 15% lower rebate)						
Company Name: _____		Address: _____		Fax: ()		
		Email: _____				
4. System Equipment						
Inverter Manufacturer		Model	Quantity	Rating (W)	Efficiency (%)	Estimated Energy Production: _____ kWh/year Methodology Used: _____
_____		_____	_____	_____	_____	
Performance Meter Manuf.		Model	Quantity	Inverter includes eligible meter? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Manufacturer		Model	Quantity	Rating (W ptc)	Inverter Eff. (%)	Rebate Level Requested \$
PV _____		_____	_____ x	_____ x	_____ x	_____ \$/W = _____
Wind _____		_____	_____ x	_____ x	_____ x	_____ \$/W = _____
Other _____		_____	_____ x	_____ x	_____ x	_____ \$/W = _____
5. Declaration Under Penalty of Perjury				6. Incentive Requested		
The undersigned parties declare under penalty of perjury that the information on this form is true and correct to the best of their knowledge. The undersigned parties further declare under penalty of perjury that 1) they have entered into an agreement to purchase the generating system components listed on this form and that this agreement is attached, 2) all equipment is new and unused and has been purchased within the last 18 months, 3) the generating system is intended primarily to offset part or all of the purchaser's electrical needs at the site of installation, 4) the purchaser intends to operate the system at the above site of installation for its useful life or the duration of the lease agreement and 5) the system described above will be interconnected with the electric utility identified. The undersigned purchaser authorizes the Energy Commission during the term of the ERP to exchange purchaser information on this form with the purchaser's utility to verify compliance with the ERP requirements.				System Cost (before rebate) \$ _____ Other Incentives: \$ _____ Source: _____ Rated Output (Watts) _____		
				Total Request \$ _____ Pay Rebate to: <input type="checkbox"/> Purchaser <input type="checkbox"/> Seller		
Purchaser Print Name: _____ Signature: _____ Date: _____		Seller Print Name: _____ Signature: _____ Date: _____		Is payment to be assigned to another party? <input type="checkbox"/> Yes If yes, attach the CEC 1038 R5 form with original signatures.		

IMPORTANT:

Attach a signed copy of the purchase agreement(s) and labor contract(s)

A copy of a monthly electricity statement showing system address, purchaser name, and energy usage
Payee data record (STD-204) for the recipient of the rebate

A copy of the building permit if new construction

An incomplete reservation form cannot be processed.

INSTRUCTIONS FOR THE RESERVATION REQUEST FORM (CEC 1038 R1)

Title Box: Indicate if the request is to modify an existing reservation application, is for affordable housing, new construction or a school.

Section 1. Purchaser

Provide the purchaser name, complete installation address, mailing address (if different from the installation address), phone and fax number and email address. If the physical address of the installation is the retailer's office or personal property, list the supplier of the PV modules or wind turbine as the seller. Check the box indicating whether the purchaser, seller or both are to be the primary contact for questions. Check the box indicating the name of the electric utility serving the installation location.

Section 2. Seller

Provide the seller company name and a contact person name, complete address, phone and fax number and email address.

Section 3. Installer

Check the appropriate box for whether the system is to be installed by a contractor (include contractors license class, number and expiration date) or other, such as "owner install." If installed by a contractor, provide the contractor's company name and contact person name, complete address and email address. All contractors must have an active "A", "B" "C-10" or "C-46" license. A standard five year warranty form (Form CEC 1038-R3) must be submitted later when payment is requested for systems installed by a contractor.

Section 4. System Equipment

Provide the name of the inverter manufacturer, the inverter model, the number of inverters, the power rating in watts, the efficiency at $\frac{3}{4}$ load and indicate whether the inverter includes an eligible performance (kWh) meter. Eligible inverters and rating information is located on the Commission's website www.consumerenergycenter.org/erprebate. Identify the performance (kWh) meter manufacturer, complete model number and the number of meters. Check the box to indicate whether the inverter includes an eligible meter. Indicate the calculation method used to determine the estimated energy production value in kWh. For photovoltaic systems for example, Clean Power Estimator or PV installers guide methodology. Identify the manufacturer name of the generating equipment and the complete model number, the quantity of generating equipment and the rated output (for PV use the PTC rating). Calculate and include the system output by multiplying the inverter efficiency at $\frac{3}{4}$ load by the quantity of equipment used, by the rating in watts (PTC rating for PV). If the inverter rated output is less than the system output (kW), the inverter rated output will be used to calculate the rebate. Where more than type of inverter is used the weighted average inverter efficiency will be used.

Section 5. Self Explanatory. Please note that the purchaser signature now authorizes the Energy Commission to exchange purchaser information with the utility in order to verify compliance with the Emerging Renewables Program (ERP) requirements.

Section 6. Incentive Requested

Identify incentives expected or received from other sources. Provide the system installed cost (before the ERP rebate). The ERP requires that incentives from other sources be accounted for before determining the rebate from the ERP. Fifty percent of any incentive received or expected from a utility incentive program, a State of California or federal government sponsored incentive program, other than tax credits, must be subtracted from the ERP rebate amount requested. The "Total Request" should therefore be based on the ERP rebate level in place at the time the application is received by the Commission and the system cost after subtracting other incentives. If an incentive from the ERP was received previously for this site, include the incentive amount and, if known, the reservation number, for the prior application. Check the box indicating whether the incentive is to be paid to the purchaser or seller.

Signatures:

The purchaser must always print and sign his or her name on the form. If the seller is designated as the payee, the seller must also sign his or her name on the form. Please indicate if the rebate payment is to be assigned to a third party. A third party is an entity other than the purchaser or seller. If yes, please fill in the name and address in the space provided and attach the original of the assignment form (CEC 1038 R5). The assignment form must contain original signatures. Payees that assign the rebate payment to a third party will still be reported as the recipient of the payment(s) for tax purposes.

Attachments: Please attach the documentation necessary to provide the following:

1. evidence of an agreement(s) to purchase and install the system
2. evidence of electrical service at the installation location
3. the Payee Data Record, Form STD-204, or include the Payee ID number if the STD 204 is already on file and the payee has previously received payment from the Energy Commission.
4. a copy of the building permit if this is new construction

Evidence of an agreement to purchase and install can consist of a signed copy of the system or equipment purchase agreement(s) and a signed installation contract(s), or proof of 10% down payment of the major equipment price (through invoices or receipts) and an installation contract. If the system will be located at a new residence please include verification, such as a letter from the utility or a statement indicating the utility name and address at which the system will be interconnected or a signed statement from the seller or purchaser identifying the utility provider and the physical address where the installation is to occur.

Submit your request only by mail to:

ERP, Reservation Request
California Energy Commission
1516 9th Street, MS-45
Sacramento, CA 95814-5512